



City of South Bend

Vacancy Announcement

Post Date: Wednesday, July 22, 2015

Closing Date: Until Filled

## **CROSSING GUARDS**

**Category:** Part Time

**Department:** Police

**Reports To:** Captain

**Schedule:** 7:00 am-8:15 am and 2:00 pm-2:45 pm, Monday-Friday

**Pay Rate:** \$12.75/hour (Non-exempt)

**Position** **SUMMARY**

Responsible for the safe crossing of elementary school age children at designated intersections or crossing points before school and after school or as directed by Crossing Guard Supervisor.

### **SUPERVISION EXERCISED**

Not applicable.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

This person will work all days when schools are in session. Assists children in crossing streets at assigned locations. Drives to various locations as directed to control student crossings. Keeps a daily count of children crossing at corner/intersections; acts in a firm, but courteous and polite manner to children, as well as passing motorists. Reports any suspicious activity or disregard for crossing by motorists or passersby to Crossing Guard Supervisor. Coordinates work schedule with Crossing Guard Supervisor. Participates in required Police Department training.

### **QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

Minimal education required.

Ability to speak Spanish a plus.

**KNOWLEDGE, SKILLS AND ABILITIES PREFERRED**

Must be able to deal effectively with children and general public. Work is done in an outdoor environment. Inclement weather is often encountered; cold, ice, snow, rain and darkness are often present during work periods. Walking and raising a ten (10) pound sign and light are necessary to perform duties. Must provide own transportation.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License.

**EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

**TO APPLY**

All applications for currently posted positions will be submitted online at [www.southbendin.gov](http://www.southbendin.gov) or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

**Drug Screen Required**

**Criminal Background Check** – Must Maintain a felony-free record.